



NOTICE OF VACANCY

Position: Assistant Librarian, Gilmer Public Library

Employment Term: To begin no later than April 2022

Responsibilities: Responsible for circulation desk, shelving, data entry & duties as assigned. Familiarity w/ phone, fax, computers, scanners, copiers needed--w/strong reading/writing skills & ability to organize alphabetically & numerically. Customer service skills necessary.

Salary: Will be hired on as-needed basis 10-21 hours a week. Must be reliable, able to work independently, sometimes covering the library alone. Hours include some Saturdays.

Pay starts at \$9.00 / hour, includes some paid holidays

Submit: References

Cover letter to include: Name, Address, Working Phone Number, Current email Address

Send these documents to:

June Nonnenberg
President, Gilmer Public Library Board of Directors
214 Walnut Street
Glenville, WV 26351

Application Deadline: Friday, March 25, 2022

As required by federal laws and regulations, the Gilmer Public Library does not discriminate on the basis of sex, race, marital status, disability, age and national origin in employment and in the administration of any of its programs or activities.